



## PERMANENT EXTENSION INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION

200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202

(414) 286-2238 EMAIL: [LICENSE@MILWAUKEE.GOV](mailto:LICENSE@MILWAUKEE.GOV)

**DEFINITION:** A Permanent Extension changes the description of the premises where alcoholic beverages are served by adding to the contiguous area of the establishment. Examples of permanent extensions include the addition of outdoor seating areas or incorporating a second floor of the building as part of the licensed premises.

**LICENSE PERIOD:** Once approved, a Permanent Extension is part of the tavern license. It is renewed annually with no additional fee or application process.

**LICENSE FEE:** There is no license fee for a Permanent Extension. Fees may be imposed by other City of Milwaukee agencies (such as the Health Department or Neighborhood Services) as a result from changes made in the building housing the tavern.

**APPLICATION:** The Licensee of the premises fills out an extension request form or writes a letter to the Licenses Committee of the Common Council. The letter should be addressed in care of the License Division, Room 105, 200 E Wells Street, Milwaukee, 53202. The request must:

- explain what the extension includes
- be accompanied by a drawing showing the existing premises and the proposed addition
- be dated and signed by the licensee

**PROCESS:** Requests for a Permanent Extension are reviewed by the Licenses Committee. The Committee's recommendations are forwarded to the full Common Council for final action. Should the Licenses Committee recommend denial of the request, the applicant may appeal the decision to the full Common Council.

Prior to the addition of the Extension to the license, both Neighborhood Services and the Health Department must approve the request.

**LENGTH OF TIME TO COMPLETE THE PROCESS:** Please allow a minimum of 3-6 weeks from the time the application letter is received in the License Division office for the matter to be heard by the Licenses Committee and approved/denied by the Common Council. As the Council is in recess during August of each year, requests received near the time of the August recess will take longer to process.

### **ADDITIONAL STEPS:**

- If the Permanent Extension includes structural changes to the building, contact the Milwaukee Development Center Permit Desk, 809 N. Broadway, 1<sup>st</sup> Floor, telephone 414-286-8211
- Health Department inspection of the premises must be made and any deficiencies must be corrected prior to the issuance of the license. Contact the Health Department, 841 N. Broadway, telephone 414-286-3674 to make an appointment for inspection.
- Applicants for sidewalk cafes should call 414-286-8208 for sidewalk dining facility permit information.
- Contact the Health Department at 414-286-3674 for about food service at your new extension.

**QUESTIONS?** Call the License Division at 414-286-2238.



**City  
of  
Milwaukee**

ccl-153b

## **PERMANENT EXTENSION APPLICATION FORM**

OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV

Date: \_\_\_\_\_

☐ Individual                      ☐ Corporation                      ☐ Limited Liability Company  
☐ Partnership                      ☐ Nonprofit Organization

Name of Individual or Entity:

\_\_\_\_\_

For other than Individual, Agent's Name:

\_\_\_\_\_

Trade (Business) Name:

\_\_\_\_\_

Business Address:

\_\_\_\_\_

Business phone number:

\_\_\_\_\_

Description of Proposed Extension:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Individual or Agent

Attach drawing showing the existing premises and the proposed addition.  
Show adjacent streets and building entrances/ exits.